

OUTLINE FOR RECORDS ADMINISTRATION OFFICER MEETING
10:30 AM, Wednesday, 20 October 1965
1000 Key Building

File
RAO
Meetings

- I. New GSA Training Schedule for 1966 (distribute these)
- II. Paperwork Management Award Brochure
- III. Use of Surplus Filing Equipment
- IV. USE of Courier Envelopes
- V. Terminal Digit Filing System for Contact Case Files.

THE FOLLOWING ATTENDED THE RECORDS ADMINISTRATION OFFICER MEETING
10:30 AM, Wednesday, 20 October 1965
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CABLE SECRETARIAT

TRAINING

SECURITY

COMMUNICATIONS

FINANCE

MEDICAL SERVICES

CENTRAL REFERENCE

NATIONAL ESTIMATES

OSI

OCS

DOMESTIC CONTACT SERVICE

TSD

RECORDS CENTER

RAS

STAT